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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services

DATE: 6 March 1951

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division during the month of February, 1951.

Volume:

- | | |
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| A. 1. Requests for services on hand prior to February 1 | 46 |
| 2. Requests on hand two months old or older | 15 |
| 3. Requests for services on hand 28 February | 44 |

B. Requests for services received in writing during February 182

C. Telephone calls received during February 2300

D. 1. Orders submitted to GSA charged to quarterly encumbrance. 185

February allotment of quarterly encumbrance for alterations and renovations \$8,017.00

2. Special orders submitted to GSA not charged to quarterly encumbrance. 10

a. Renovations (251-165) \$7700

b. Renovations (Other) 450

Total \$8150

3. Orders submitted to GSA nonreimbursable (written and verbal) 300

4. Routine inter-office memorandums and inter-agency letters. 51

E.	January	February
1. Space moves	18	13
2. Total personnel moved	144	675
3. Equipment moves	40	26
4. Man hours worked by GSA	1292	2501
5. Estimated cost	\$1868.80	\$3896.80
January allotment of quarterly encumbrance for Laborers and Trucks --- \$3334.00		
February allotment of quarterly encumbrance for Laborers and Trucks --- \$3333.00		

F. Protective Services (GSA Guard Posts)

1. Reimbursable Posts 137

2. Non-reimbursable Posts 31

February allotment of quarterly encumbrance \$45,100

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G. Monies paid to GSA during the month of February for services rendered during the month of November.

1. GSA Guards	\$43,834.65
2. GSA Laborers and Trucks	2,587.07
3. Alterations and Installations	14,030.26
4. Janitorial Service, NSC	21.40
5. Elevator Service	81.32
Total	<u>\$60,554.70</u>



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Attachment